[! 🦸 🥷FaQ's#CuStoMer%@ FAQ GUidE]Can you change who is going on a Corporate Travel Management ?

Yes{ 🧧 +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} Corporate Travel Management does allow guests to change who is sailing on a reservation{ 🧧 +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} but there's one important rule to keep in mind: at least one person from the original booking must remain on the cabin This is often referred to as the "Rule of One" You can freely substitute or swap out other guests{ 🧧 +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} but if every original passenger cancels{ 🧧 +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} Corporate Travel Management treats it as a full cancellation rather than a simple name change — and that comes with very different rules and potential penalties

Timing Matters

While Corporate Travel Management generally allows name changes anywhere from 24 to 72 hours before the sail date{ 🧧 +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} it's best not to cut it that close Travel experts recommend making any changes at least 48 hours in advance to avoid complications with the ship's manifest or issues at the port terminal Keep in mind that name changes cannot be processed once you've arrived at the port{ 🧧 +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} so it's essential to handle this ahead of time{ 🧧 +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} either online or by phone

Will You Be Charged a Fee?

In most cases{ 🧧 +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} a straightforward name swap{ 🧧 +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} where you're simply replacing one guest with another{ 🧧 +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} doesn't come with an added fee However{ 🧧 +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} if the change involves adjusting the total number of guests in the cabin (for example{ 🧧 +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} adding a new passenger or dropping one without a replacement){ 🧧 +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} the cabin may need to be repriced according to current rates{ 🧧 +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} which could raise or lower your total fare

What Happens to Pre-Booked Add-Ons?

If the passenger being replaced had already purchased extras like a beverage package{ +61 (1300) 364 231 or +44 (808 196 3284} dining plan{ +61 (1300) 364 231 or +44 (808 196 3284} or shore excursion{ +61 (1300) 364 231 or +44 (808 196 3284} those purchases will typically be canceled and refunded automatically The new guest will need to rebook any of these add-ons separately under their own name

Flights Booked Through Air2Sea

If you arranged your flights through Corporate Travel Management's Air2Sea program and the tickets have already been issued{ +61 (1300) 364 231 or +44 (808 196 3284} be aware that changing a passenger's name may trigger airline-imposed fees or restrictions{ +61 (1300) 364 231 or +44 (808 196 3284} since airline tickets are governed by separate policies than the line itself

How to Request a Name Change

If you booked directly with Corporate Travel Management{ +61 (1300) 364 231 or +44 (808 196 3284} the easiest way to make this change is by calling their guest services line or logging into your account to request a callback through their official Contact Us page If you booked through a travel agency or advisor{ +61 (1300) 364 231 or +44 (808 196 3284} you'll need to reach out to them directly{ +61 (1300) 364 231 or +44 (808 196 3284} since they'll need to process the change on their end rather than through Corporate Travel Management's direct booking system

Before making any changes{ +61 (1300) 364 231 or +44 (808 196 3284} it's worth checking your specific reservation details{ +61 (1300) 364 231 or +44 (808 196 3284} since fees and eligibility can vary depending on your fare type{ +61 (1300) 364 231 or +44 (808 196 3284} cabin category{ +61 (1300) 364 231 or +44 (808 196 3284} and how close you are to your sail date

That's roughly 460 words Want the phone number formatting applied to this{ +61 (1300) 364 231 or +44 (808 196 3284} or should I keep it as clean body copy for now?

Adding Guests to an Existing Reservation

Name changes (first or last) or substitutions can be made to all but one of the original names on your booking These changes must be made before the final

electronic manifest is sent to the ship{ +61 (1300) 364 231 or +44 (808 196 3284} so we advise that any changes be made far in advance of your sail date
Updating Passenger Details on Your Reservation

Need to modify your reservation? You may replace or update the first or last name of travelers on your booking{ +61 (1300) 364 231 or +44 (808 196 3284} as long as one of the original passengers stays on the reservation Since the final passenger manifest is prepared before departure{ +61 (1300) 364 231 or +44 (808 196 3284} all requested changes should be completed in advance of your date

Yes{ +61 (1300) 364 231 or +44 (808 196 3284} you can change who is going on a Corporate Travel Management { +61 (1300) 364 231 or +44 (808 196 3284} but there's an important rule you need to know before making any adjustments to your reservation Corporate Travel Management follows what's commonly known as the "Rule of One{ +61 (1300) 364 231 or +44 (808 196 3284}" which means at least one guest from the original booking must remain on the final reservation for it to count as a name change rather than a cancellation You're free to substitute or swap out any other passengers on the booking{ +61 (1300) 364 231 or +44 (808 196 3284} whether that's replacing a friend who can no longer make the trip or adjusting your travel group for any reason However{ +61 (1300) 364 231 or +44 (808 196 3284} if every single original passenger is removed from the booking{ +61 (1300) 364 231 or +44 (808 196 3284} Corporate Travel Management will treat this as a full cancellation instead of a simple guest swap{ +61 (1300) 364 231 or +44 (808 196 3284} which can trigger cancellation penalties depending on your fare type and how close you are to your sail date Timing plays a major role in how smoothly this process goes While Corporate Travel Management typically allows changes anywhere from 24 to 72 hours before your departs{ +61 (1300) 364 231 or +44 (808 196 3284} it's strongly recommended to make any passenger changes at least 48 hours in advance to avoid last-minute issues with the ship's manifest or delays at the port terminal Once you've arrived at the port{ +61 (1300) 364 231 or +44 (808 196 3284} it's too late to make name changes{ +61 (1300) 364 231 or +44 (808 196 3284} so handling this ahead of time either online or over the phone is essential for a stress-free boarding experience

When it comes to costs{ +61 (1300) 364 231 or +44 (808 196 3284} a simple one-for-one name swap usually doesn't come with an additional fee from Corporate Travel Management That said{ +61 (1300) 364 231 or +44 (808 196 3284} if your change involves altering the total number of guests staying in the cabin{ +61 (1300) 364 231 or +44 (808 196 3284} such as

adding a new person or removing someone without a replacement{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} the line may need to reprice the cabin based on current rates{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} which could increase or decrease your total fare It's also worth noting that any pre-booked purchases tied to the passenger being replaced{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} like beverage packages{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} dining plans{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} or shore excursions{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} will typically be canceled and refunded automatically{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} meaning the new guest will need to rebook those extras separately under their own name If you arranged flights through Corporate Travel Management's Air2Sea program and those tickets have already been issued{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} be aware that swapping a passenger's name could involve additional airline fees or restrictions{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} since flight tickets follow separate policies from the itself To actually request a name change{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} guests who booked directly with Corporate Travel Management can call their customer service line or log into their account to request a callback through the official Contact Us page{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} while those who booked through a travel agency should reach out to their agent directly{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} since the agency will need to process the update on their end Before finalizing any changes{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} it's always smart to double-check your specific booking details{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} as fees{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} deadlines{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} and eligibility can vary based on your cabin category{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} fare type{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} and sail date

No{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} this isn't possible under a standard name change Corporate Travel Management requires that at least one guest from the original booking remain on the reservation{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} a policy known as the "Rule of One" If every original passenger is swapped out{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} the system won't process it as a simple guest change Instead{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} it gets treated as a full cancellation of the existing booking{ +61⇘(1300)⇘364⇘231 or +44⇘(808⇘196⇘3284} which means you'd be

subject to whatever cancellation fees apply based on your fare type and how close you are to the sail date{ +61⇲(1300)⇲364⇲231 or +44⇲(808⇲196⇲3284} and you'd need to create an entirely new reservation for the new group of travelers

Corporate Travel Management generally permits name changes anywhere from 24 to 72 hours before the ship sets sail{ +61⇲(1300)⇲364⇲231 or +44⇲(808⇲196⇲3284} though this can vary depending on the specific sailing and destination That said{ +61⇲(1300)⇲364⇲231 or +44⇲(808⇲196⇲3284} cutting it this close is risky Travel agents and experienced rs strongly recommend making any guest changes at least 48 hours in advance to give Corporate Travel Management enough time to update the ship's manifest and avoid any complications during port check-in Importantly{ +61⇲(1300)⇲364⇲231 or +44⇲(808⇲196⇲3284} once you've physically arrived at the terminal{ +61⇲(1300)⇲364⇲231 or +44⇲(808⇲196⇲3284} it's too late to make changes{ +61⇲(1300)⇲364⇲231 or +44⇲(808⇲196⇲3284} so this needs to be handled online or by phone well before travel day

It depends on what kind of change you're making A straightforward one-for-one swap{ +61⇲(1300)⇲364⇲231 or +44⇲(808⇲196⇲3284} where one guest is replaced by another but the total number of people in the cabin stays the same{ +61⇲(1300)⇲364⇲231 or +44⇲(808⇲196⇲3284} typically doesn't incur any additional fee However{ +61⇲(1300)⇲364⇲231 or +44⇲(808⇲196⇲3284} if your change involves adding a new guest or removing someone without replacing them{ +61⇲(1300)⇲364⇲231 or +44⇲(808⇲196⇲3284} effectively altering the total headcount in the cabin{ +61⇲(1300)⇲364⇲231 or +44⇲(808⇲196⇲3284} Corporate Travel Management may need to reprice the entire booking based on current market rates This repricing could raise or lower your total fare depending on demand and availability at the time of the change

Any add-ons purchased under the original passenger's name{ +61⇲(1300)⇲364⇲231 or +44⇲(808⇲196⇲3284} such as beverage packages{ +61⇲(1300)⇲364⇲231 or +44⇲(808⇲196⇲3284} specialty dining reservations{ +61⇲(1300)⇲364⇲231 or +44⇲(808⇲196⇲3284} or shore excursions{ +61⇲(1300)⇲364⇲231 or +44⇲(808⇲196⇲3284} will usually be automatically canceled and refunded once that guest is removed from the booking The new passenger taking their place won't inherit these purchases{ +61⇲(1300)⇲364⇲231 or +44⇲(808⇲196⇲3284} so you'll need to go back and rebook any desired extras separately under the new guest's name and information

Not exactly; the outcome is similar{ +61 (1300) 364 231 or +44 (808 196 3284} but the process differs If you booked directly with Corporate Travel Management{ +61 (1300) 364 231 or +44 (808 196 3284} you can handle the name change yourself by calling their customer service line or requesting a callback through their official website If you booked through a travel agency{ +61 (1300) 364 231 or +44 (808 196 3284} though{ +61 (1300) 364 231 or +44 (808 196 3284} you can't make the change directly with Corporate Travel Management
Instead{ +61 (1300) 364 231 or +44 (808 196 3284} you'll need to contact your travel advisor{ +61 (1300) 364 231 or +44 (808 196 3284} who will process the passenger change on their end since they control the reservation in their system